

# BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG  
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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

28<sup>th</sup> August 2018

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Evans, Leigh, Ms Richardson, Robillard & Tregoning.

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall Bovey Tracey on Monday 3<sup>rd</sup> September 2018 at 7pm for the purpose of transacting the business as set out below.

## AGENDA

Interests to be Declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

### FR&GP.18/56 Apologies for absence:

#### \*\*Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

### FR&GP.18/57 Minutes:

To agree as a correct record and approve the minutes of the meeting of 18<sup>th</sup> June 2018 (\*copy enclosed).

### FR&GP.18/58 Accounts & Financial Statement:

To receive and approve payment and receipt transactions between 10<sup>th</sup> June 2018 and 10<sup>th</sup> August 2018 (\*copy enclosed) and note the bank balances as below:

General Account:	£ 9,694.02	(Statement dated 20.8.18)
Business Bank Instant A/C:	£201,412.06	(Statement dated 1.8.18)
Business Bank Instant A/C:	£350,349.87	(Statement dated 1.8.18)

### FR&GP.18/59 Communities Together Fund:

Teignbridge District Council's Communities Together Fund for 2018/19 opens for applications on 1<sup>st</sup> November 2018 and consists of £1.10 per elector (6181 electors). Members are requested to consider potential applications for which to apply (\*criteria enclosed for information).

FR&GP.18/60 Community Infrastructure Levy (CiL) Annual Report 2017/18:

To note the content of the CiL Annual Financial Report 2017/18 (*\*copy enclosed*) and to approve the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

FR&GP.18/61 Risk Assessment of Financial and Non Financial Internal Controls:

To consider the updated Risk Assessment of Financial and Non-Financial Internal Controls - September 2018 (*\*copy enclosed*). This represents the Town Council's Internal Control document.

FR&GP.18/62 Rural Aid 2018/19:

To note that the application for Rural Aid funding of £2,730.00 towards the installation of lighting for the Devon Air Ambulance landing site was successful.

FR&GP.18/63 Payment Authorisation Process:

To consider if, in the Chairman's absence, it is necessary for the proper and timely administration of the Council's business, invoices may be initialled for payment by the Vice-Chairman.

FR&GP.18/64 Public Sector Work Loan - Borrowing Approval:

To note that the Secretary of State for the Ministry of Housing, Communities and Local Government has confirmed borrowing approval (conditional) to the amount of £500,000.00 for the construction of the Community Centre (*\*copy enclosed*).

FR&GP.18/65 Traffic Management Plan - Safety Audit:

To consider a request from the Regeneration Committee to fund a Stage 1 Safety Audit of the draft Traffic Management Plan at a Cost of £1,150.00.

FR&GP.18/66 Grant Applications - Policy:

To consider a recommendation to Full Council to adopt a policy for handling grant requests (*\*draft policy enclosed*).

FR&GP.18/67 Appointment of Building Control Inspectors - Community Centre:

To note that during the summer recess period quotations were sought for the urgent appointment of Building Control Services for the Community Centre development at a cost of £1,250.00+VAT.

Quotation A:	£1,250.00+VAT
Quotation B:	£6,250.00+VAT
Quotation C:	£1,500.00+VAT
Quotation D:	£3,520.00+VAT

FR&GP.18/68 Bovey Tracey Activities Trust (BTAT) - Request for Funding:

To consider a request for grant funding (*\*copy enclosed*) from the Treasurer/Trustee of BTAT.

FR&GP.18/69 Insurance Cover:

To receive a report (*\*copy enclosed*) from the Town Clerk and consider the recommendations within the report.

FR&GP.18/70 Rural Development Programme for England (RDPE) 2014-2020  
LEADER Grant Funding Agreement - New Community Centre Work Hub  
Provision:

To consider accepting the grant of £82,880.00 (*\*copy of agreement terms enclosed*) and, if accepted, to determine delegated signatories.

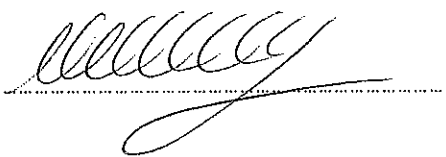
FR&GP.18/71 Community Centre Development - Budget Update:

To receive and note a copy of the updated budget (*\*copy enclosed*).

FR&GP.18/72 Matters brought forward by Councillors: (*for information only*).

*\*Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*

SIGNED .....  
M WELLS  
TOWN CLERK



DATE 28/08/18.....

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 18<sup>TH</sup> JUNE 2018 AT 7PM

Present:

The Deputy Town Mayor, Cllr G J Gribble\*\*/\*

Cllr A Allen                      Cllr Ms C O Richardson  
Cllr M J Evans                Cllr M Tregoning  
Cllr S P Leigh

In attendance:

Mr M Wells - Town Clerk  
Mrs L Warren

\*\*County Cllr  
\*District Cllr

Cllr Gribble, the Deputy Town Mayor, opened the meeting.

Interests: *Mr Wells (Town Clerk) and Mrs Warren declared an interest in item FR&GP.18/55 and would therefore leave the Chamber for this item.*

**FR&GP.18/41 Election of Chairman of the Finance, Resources & General Purposes Committee for 2018/19:**

Cllr Gribble nominated Cllr Leigh as Chairman of the Finance, Resources & General Purposes Committee for 2018/19 and Cllr Leigh accepted nomination. The nomination was seconded by Cllr Allen.

Resolved:

As there were no other nominations, Cllr Leigh was duly elected to serve as Chairman of the Finance, Resources & General Purposes Committee for 2018/19.

The remainder of the meeting was chaired by Cllr Leigh.

**FR&GP.18/42 Election of Vice-Chairman of the Finance, Resources & General Purposes Committee for 2018/19:**

Cllr Ms Richardson nominated Cllr Gribble as Vice-Chairman of the Finance, Resources & General Purposes Committee for 2018/19 and Cllr Gribble accepted nomination. The nomination was seconded by Cllr Tregoning.

Resolved:

As there were no other nominations, Cllr Gribble was duly elected to serve as Vice-Chairman of the Finance, Resources & General Purposes Committee for 2018/19.

**FR&GP.18/43 Apologies for absence:**

Cllr C W Robillard - Personal commitment.

**\*\*Public Participation:** None.

**FR&GP.18/44 Minutes:**

The minutes of the meeting of 23<sup>rd</sup> April 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

**FR&GP.18/45 Accounts & Financial Statement:**

Members received and approved the payment and receipt transactions between 1<sup>st</sup> April 2018 and 10<sup>th</sup> June 2018 (*\*copy previously circulated*) and noted the bank balances as below:

General Account: £ 23,938.99 (Statement dated 25.5.18)

Business Bank Instant A/C: £265,292.61 (Statement dated 1.5.18)

Business Bank Instant A/C: £350,306.19 (Statement dated 1.5.18)

**FR&GP.18/46 Grounds Maintenance Contract:**

Consideration was given to a request from the Recreation, Parks & Property Committee (RP&P.18/36) to approve an additional budget of £2,450.00 to fund changes to the current contract arrangements for 2018.

**Resolved:**

To approve the additional budget of £2,450.00 as set out above.

**FR&GP.18/47 Internal Audit Report - Year End 31<sup>st</sup> March 2018:**

Consideration was given to the recommendations and subsequent actions required from the audit report (*\*copy previously circulated*) previously presented to Full Council on 8<sup>th</sup> May 2018. Members noted that the recommendations have been undertaken.

**FR&GP.18/48 Asset Register:**

Members received and reviewed revisions to the Asset Register (*\*copy previously circulated*).

**FR&GP.18/49 Direct Debits & Standing Orders:**

Members noted and confirmed the list of Direct Debits and Standing Orders (*\*copy previously circulated*).

**FR&GP.18/50 Public Sector Work Loan - Community Centre Development:**

Members considered a recommendation to Full Council to make application to the Secretary of State for borrowing approval (*\*report previously circulated*).

**Resolved:**

To make a recommendation, in principle, to Full Council to apply to the Secretary of State for borrowing approval for a Public Sector Work Loan. It was noted that it will be necessary to produce a business plan.

**FR&GP.18/51 Election Candidate Information System:**

Members considered a request received at the Annual Town Meeting (*\*copy previously circulated*) to use the Bovey Tracey Town website to provide information on Town and District Council candidates for May 2019 elections. Following discussion it was

**Resolved:**

To decline the request.

**FR&GP.18/52 Councillors' E-mail Addresses:**

Item brought forward for discussion by Cllr Evans. Cllr Evans referred to the recent implementation of the General Data Protection Regulation (GDPR) and its consequences. He suggested that Councillors could each have a personalised Town Council e-mail address. He considered this would make it easier and safer for Councillors to deal with Town Council business.  
Following discussion it was

**Resolved:**

To refer to Full Council for further consideration together with a report to be prepared by Cllr Evans.

**FR&GP.18/53 Matters brought forward by Councillors: (for information only).**

Cllr Gribble referred to the initialling of invoices for payment and suggested that he would be prepared to continue to do this as Vice-Chairman of the Committee. It was agreed that this item would be added to the next FR&GP Committee agenda for further discussion.

**FR&GP.18/54 Exclusion of the Public, including the Press:**

The following was resolved:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item FR&GP.18/55: 2018/19 National Salary Award.

*Mr Wells and Mrs Warren left the Council Chamber at 7.35pm.*

**FR&GP.18/55 2018/19 National Salary Award:**

Members considered recommendations from the Personnel Committee (\*information previously circulated).

**Resolved:**

To approve recommendations i-iii as laid out in the Personnel Committee report.

The meeting closed at 7.38pm

## List of Payments made between 10/06/2018 and 10/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2018	Boyces at Manstree	440	4,242.00		Hanging baskets & plants
14/06/2018	PHS Group	441	308.10		Waste collection
14/06/2018	Moorland Community Care	442	2,000.00		Elector Fund Grant
14/06/2018	Dartmoor Whisky Distillery	443	4,376.85		Gas & water charges
14/06/2018	Teignbridge District Council	444	5,300.00		Payroll
15/06/2018	British Gas	D/D	26.35		Electricity supply - Cemetery
21/06/2018	EE Phone	D/D	34.70		Plan charge
25/06/2018	Boyces at Manstree	440	-4,242.00		Hanging baskets & plants
27/06/2018	British Gas	D/D	24.10		Electricity - public toilets
28/06/2018	Elite Group	D/D	65.95		Telecom
02/07/2018	Aviva	D/D	608.18		Insurance
02/07/2018	Pulse8Communications	D/D	22.00		Broadband
04/07/2018	UK Fuels Ltd	D/D	119.85		Fuel
05/07/2018	Clare Beresford	445	40.00		Cleaning
05/07/2018	Specialist Hygiene Services Lt	446	283.64		Cleaning
05/07/2018	Lisa Robillard Webb	447	60.00		Admin support NDP
05/07/2018	Lee Parmenter Contractors	448	1,011.00		Grounds maintenance
05/07/2018	Devon Contract Waste Ltd	449	33.22		Waste collection
05/07/2018	Rathbone Partnership Ltd	450	3,024.00		Landscape proposals
06/07/2018	Marketing Solutions	451	550.00		Newsletter
06/07/2018	Peregrine Mears Architects Ltd	453	8,526.00		Fee stage 4
06/07/2018	Teignbridge District Council	454	7,250.35		Payroll
06/07/2018	Devon Contract Waste	455	43.58		Waste collection
06/07/2018	Boyces at Manstree	456	4,242.00		Hanging baskets & plants
06/07/2018	Specialist Hygiene Services Lt	457	283.64		Cleaning
16/07/2018	Complete Weed Control	458	444.00		Weed treatment
16/07/2018	S W Water Business	459	220.42		Supply - Cemetery & Toilets
16/07/2018	Play Inspection Co Ltd	460	180.00		Annual inspection
16/07/2018	B T Youth Action	461	1,250.00		June & Jul payts.
16/07/2018	PHS Group	462	184.86		Waste collection
16/07/2018	S W Grounds Maintenance	463	1,800.00		Cemetery & verge cutting
16/07/2018	1010 Media Ltd	464	120.00		SSL certificate
16/07/2018	Lee Parmenter Contractors	465	621.00		Grounds maintenance
17/07/2018	EDF Energy	D/D	19.98		Supply CCTV
17/07/2018	EDF Energy	D/D	19.34		Supply CCTV
21/07/2018	EE Phone	D/D	34.72		Plan charge
27/07/2018	Elitegroup	D/D	63.07		Telecom
27/07/2018	British Gas	D/D	23.54		Electricity - public toilets
30/07/2018	Sound & Visual Systems Ltd	466	817.20		CCTV maintenance
30/07/2018	Devon Contract Waste	467	42.05		Waste collection
30/07/2018	Mole Valley Farmers	468	72.79		Goods
30/07/2018	S W Water Ltd	469	38.15		Supply - allotments
30/07/2018	Teignbridge District Council	470	64.80		Payroll services

## List of Payments made between 10/06/2018 and 10/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2018	Civil Solutions Ltd	471	28.56		Goods
30/07/2018	Property Maintenance Services	472	948.00		Repairs to trough
30/07/2018	1st Office Equipment Ltd	473	499.68		Copier charge
30/07/2018	Lisa Robillard Webb	474	37.50		Secretarial service - NDP
30/07/2018	Lee Parmenter Contractors Ltd	475	1,011.00		Grounds maintenance
01/08/2018	Pulse8Communications	D/D	22.00		Broadband
01/08/2018	Aviva	D/D	608.18		Insurance
06/08/2018	1st BT Scout Group	452	84.00		CCTV Skate Park
07/08/2018	Clare Beresford	476	50.00		Cleaning
07/08/2018	PVM Supplies Ltd	477	169.49		Goods
07/08/2018	Newton Abbot Security Trust	478	500.00		CCTV monitoring
07/08/2018	Devon Contract Waste	479	57.89		Waste collection
07/08/2018	Devon & Cornwall Newspapers	480	36.00		Display advert
07/08/2018	Teignbridge District Council	481	2,992.09		Additional payroll
07/08/2018	Specialist Hygiene Services Lt	482	283.64		Cleaning
07/08/2018	KB2 Consulting Engineers	483	7,965.00		Engineering services
08/08/2018	UK Fuels Ltd	D/D	77.66		Fuel

Total Payments	59,620.12
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## Current Account

Receipts received between 10/06/2018 and 10/08/2018

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
367	Banked: 11/06/2018	498.00						
0525	Mrs I Holman	336.00			1400	400	336.00	Ashes interment
106	Florcon Ltd	100.00			1120	100	100.00	4 Hanging baskets
0526	Mrs M Kelsey	62.00			1400	400	62.00	Additional inscription
BACS	Banked: 20/06/2018	100.00						
BACS	Thomas' of Bovey	100.00			1120	100	100.00	4 Hanging baskets
BACS	Banked: 20/06/2018	50.00						
BACS	Clare's Preserves	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 20/06/2018	50.00						
BACS	Home Naturally	50.00			1120	100	50.00	2 Flower boxes
BACS	Banked: 21/06/2018	25.00						
BACS	WBW	25.00			1120	100	25.00	1 Hanging basket
BACS	Banked: 21/06/2018	25.00						
BACS	Complete Estate Agents	25.00			1120	100	25.00	1 Hanging basket
368	Banked: 22/06/2018	561.80						
0527	Mrs J Steer	102.00			1400	400	102.00	Tablet
109	Coombes & Sons	25.00			1120	100	25.00	1 Hanging basket
107	Gillett Spar	50.00			1120	100	50.00	2 Hanging baskets
109	BDF	125.00			1120	100	125.00	5 Hanging baskets
110	Mrs J Carveth	25.00			1120	100	25.00	1 Hanging basket
111	Lloyds Bank	100.00			1120	100	100.00	4 Hanging baskets
112	Heritage Trust	84.80			1900	100	84.80	Telecom services
113	Sixty Four (Devon) Ltd	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 25/06/2018	25.00						
BACS	Handloom Weavers	25.00			1120	100	25.00	1 Flower box
BACS	Banked: 25/06/2018	25.00						
BACS	Wildmoor	25.00			1120	100	25.00	1 Hanging basket
BACS	Banked: 26/06/2018	50.00						
BACS	Bradleys Estate Agents	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 26/06/2018	50.00						
BACS	Arnolds	50.00			1120	100	50.00	2 Hanging baskets
BACS	Banked: 26/06/2018	300.00						
BACS	Dolphin Hotel	300.00			1120	100	300.00	6 Hanging baskets/boxes
BACS	Banked: 27/06/2018	25.00						
BACS	Clive Parker Opticians	25.00			1120	100	25.00	1 Flower box
BACS	Banked: 29/06/2018	50.00						
BACS	Mare & Foal Sanctuary	50.00			1120	100	50.00	2 Hanging baskets
369	Banked: 09/07/2018	1,745.78						
Subtotal Carried Forward:		3,580.58	0.00	0.00			1,834.80	

## Current Account

Receipts received between 10/06/2018 and 10/08/2018

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
114	1st BT Scouts	10.00			1900	100	10.00	Rent
0528	Mr P Phare	620.00			1400	400	620.00	Purchase burial plot
0529	Miss C Molnar	204.00			1400	400	204.00	Tablet
115	Hairwaves	25.00			1120	100	25.00	1 Hanging basket
116	Cheese Shed	25.00			1120	100	25.00	1 Hnaging basket
117	BT Information Centre Trust	88.78			1900	100	88.78	Telecom service
118	Inner Light Coffee Shop	50.00			1120	100	50.00	2 Hanging baskets
119	A Matthews	25.00			1120	100	25.00	1 Hanging basket
120	Aviva	698.00			1900	100	698.00	Claim settlement
370	Banked: 16/07/2018	411.00						
121	Courtenay House	25.00			1120	100	25.00	1 Hanging basket
122	Mrs A Cutts	50.00			1120	100	50.00	2 Hanging baskets
0530	Coombes & Sons	336.00			1400	400	336.00	Ashes interment
371	Banked: 26/07/2018	746.00						
0531	Mrs S Parker	102.00			1400	400	102.00	Plaque
123	Ms R Sanders	75.00			1120	100	75.00	3 Hanging baskets/troughs
0532	Hugh Mills Gaye	168.00			1400	400	168.00	Ashes interment
0533	Mrs T Scotland	401.00			1400	400	401.00	Ashes interment
372	Banked: 30/07/2018	751.00						
0534	Mrs V Clayton	401.00			1400	400	401.00	Ashes interment
124	BT Cricket Club	350.00			1900	100	350.00	Weed control at Rec. Grd.
BACS	Banked: 02/08/2018	50.00						
BACS	New Image	50.00			1120	100	50.00	2 Hanging baskets
<b>Total Receipts:</b>		<b>5,538.58</b>	<b>0.00</b>	<b>0.00</b>			<b>5,538.58</b>	

## Communities together Fund (CTF) 2018-19 Guidance Principles

Whilst Devon County Council (DCC) acknowledges that each District experiences different demand from applicants and have differing processes for managing the fund in place, decisions on grants from the joint fund **MUST** be made having regard to the following guidance principles:

1. The Fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.
2. Match funding is encouraged. Demonstrating match funding (which can be in the form of own fundraising and/or other funding sources secured), or equivalent benefits in kind (such as commitments of labour, time or expertise), will increase the chance of an application being approved.
3. Applicants need to demonstrate to Fund decision-makers (which includes the relevant District /DCC Members) that :
  - a. they have explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project.
  - b. the project proposal benefits more than one Town or Parish (or the equivalent in Exeter City).
4. Funded projects will clearly acknowledge, in any related publicity, the Fund Scheme as a Devon County Council and District / City Council joint initiative.
5. For openness and accountability, all funded applications and the funding allocated will be published on the respective District / City Council website; alongside the total Fund Budget for the year, any unallocated/underspent funds remaining and information on how that will be managed. Any post project evaluations conducted will be made available on request.
6. Repeat funding should not be awarded unless there is a compelling business case proving transition to sustainability.
7. As the fund exists to help identify new ideas to benefit communities, **regular activity such as grass cutting, ditch and drainage work and any other associated 'lengthsman' duties, are no longer eligible for funding.**
8. Funds should not be used to support projects that are the direct responsibility or statutory obligation of another organisation.
9. Funds cannot be used for on-going staff costs or the day to day running of a project, unless this is during a transition phase with documented evidence of how the project will become sustainable post-transition.
10. Funds cannot be allocated to benefit individuals or private/for profit enterprises.
11. Funds must not be allocated retrospectively.

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Wells\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\FF0YK4DY\DCC  
Guide-Town and Parish Fund Scheme 2018.docx

Name of Local Council:

Community Infrastructure Levy (CIL) Annual Report

Financial Year:

Total CIL retained from previous years:  £ (A)

Expenditure this financial year of CIL retained from previous years

Item of expenditure (please describe).

Expenditure amount

-
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Total (Calculates automatically if figures input electronically).  (B)

Total CIL Received this financial year  (C)

Expenditure of CIL which was received this financial year

Item of expenditure (please describe).

Expenditure amount

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Total (Calculates automatically if figures input electronically).  (D)

Notices Received Under Regulation 59E

The charging authority (Teignbridge District Council) may serve a notice on the local council requiring it to repay some or all CIL receipts, if not spent within 5 years or if applied otherwise than in accordance with regulations.

Value of CIL receipts subject to notices served in the financial year:  (E)

Value of CIL receipts subject to notices which has been repaid to the charging authority during the financial year:  (F)

Value of CIL receipts subject to notices which have not been paid to the charging authority:  (G)

Current financial year CIL receipts retained at year end:  
(H = C minus D). Calculates automatically if figures input electronically.  (H)

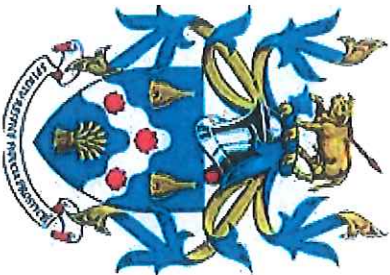
CIL receipts from previous years retained at year end:  
(I = A minus B). Calculates automatically if figures input electronically.  (I)

Total value of CIL receipts retained at year end:  
(J = H plus I minus F). Calculates automatically if figures input electronically.  (J)

A copy of this report must be published either on the local council's website, or on that of the charging authority (Teignbridge District Council) if the local council does not have a website.

A copy of this report must be sent to Teignbridge District Council no later than 31st December following the reported year, unless it is published on the website of Teignbridge District Council.

# **Bovey Tracey Town Council**



## **Risk Assessment of Financial and Non-Financial Internal Controls September 2018**

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee)

Adopted 18<sup>th</sup> September 2017 (Full Council)

Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee)

## Document Overview

### Purpose

This document is designed to ensure the Town Council meets its requirements to:

- Maintain an adequate system of internal control including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances
- Carry out an assessment of risks facing the Council and demonstrate how these are managed
- Maintain an adequate and effective system of internal audit of the Council's accounting records and control systems and review their effectiveness

### How to use this document

This document should be used to understand the internal governance controls of the various types of identified risks together with potential for improvements, any actions identified to mitigate risks and/or improve internal controls.

### Background

Bovey Tracey Town Council is committed to improving, wherever possible, its service to the Town. As part of this commitment the Council has performed an assessment of its governance procedures identifying areas where it believes improvements can be made and risks mitigated or eliminated.

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee  
Adopted 18<sup>th</sup> September 2017 (Full Council))

Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee)

## Scope

This document covers the following:

- 1. Governance
- 2. Financial Controls & External Audit Governance

No.	Internal Controls	Risks Identified/Potential for Improvements/ Current Procedure	Action Required
1	<b>Governance</b>		
<b>1.1</b>	<b>Standing Orders</b>		
1.1.1	Standing Orders have been adopted setting out the Council's constitution and procedures. They are reviewed at least every four years.	Last review date 25/04/16	None
1.1.2	Committee terms of reference are reviewed at least every four years.	Terms of Reference approved for Full Council and all Standing Committees on 22 <sup>nd</sup> January 2018 by Full Council.	None
<b>1.2</b>	<b>Management Strategies</b>		
1.2.2	A Corporate Strategy is produced and reviewed annually.	Forward Planning session took place on 16/05/16, from which a few key issues were identified and being progressed.  Potential to create a new	Consider the creation of the Council's first Strategy following elections in May 2019.

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee

Adopted 18<sup>th</sup> September 2017 (Full Council)

Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee

		Strategy from May 2019?	
1.2.3	Committees have identified and adopted key objectives.		
<b>1.3</b>	<b>Financial Regulations</b>		See 1.2.2
1.3.1	The Town Clerk is the appointed Responsible Financial Officer, with duties detailed in the Financial Regulations.		None
1.3.2	Financial Regulations have been adopted which set out procedures. They are reviewed at least every four years.	Financial Regulations (in line with NALC's Model Regulations) were reviewed and approved on 05/03/18.	None
1.3.3	Grant application terms and conditions have been adopted and are reviewed bi-annually.	Adopted by Full Council on 23/01/17	None
<b>1.4</b>	<b>Freedom of Information</b>		
1.4.1	The Council has adopted the revised Model Publication Scheme at Full Council.	Adopted March 2015	None
<b>1.5</b>	<b>Complaints Procedure</b>		
1.5.1	The Council has a complaints procedure.	Adopted by Full Council on 13/11/17.	None
<b>1.6</b>	<b>Measures to prevent fraud and corruption</b>		
1.6.1	The Council has adopted the NALC Model Code of Conduct	Adopted by Full Council on 18/09/17.	None
1.6.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option	All received	None
1.6.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the Town Council and Teignbridge District Council's Monitoring Officer.	All received. Reminders needed for these to be updated regularly. Last reviewed February 2018.	For review Feb 2019

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee)

Adopted 18<sup>th</sup> September 2017 (Full Council)

Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee)



1.6.4	There is an agenda item for Councillor Declaration of Interests on Committee and Full Council agendas.		None
1.7	<b>Insurable Risks</b>		
1.7.1	Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from the negligence of the Council.	Following a review in November 2015, a 3-year term was been agreed via WPS Insurance Brokers & Risk Services with AVIVA. Current Public Liability cover is £10 million, which is minimum cover required for local authorities.  Current cover expires 1 <sup>st</sup> November and quotations are being sought.	Quotations to be sought prior to November 2018
1.8	<b>Employment Controls</b>		
1.8.1	Town Clerk and 3 others are only employees. Contracts to be reviewed and amended if necessary by Personnel Committee.	Three contracts are now in line with NJC Green Book terms.	None
1.8.2	Standing Orders and Job Descriptions outline Town Clerk's role, which includes that of the Responsible Financial Officer.	Current – Town Clerk's Job Description produced in 2014. Groundsmen Job Descriptions reviewed in May 2017.	None
1.9	<b>Insurable Risks</b>		
1.9.1	Employers Liability insurance (this is the only insurance the Town Council is required to hold through legislation). Employers Liability covers the legal liability of the Town Council for	Insured.	None

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee  
 Adopted 18<sup>th</sup> September 2017 (Full Council)  
 Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee

	negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment, held in the sum of £10 million.		
<b>1.10</b>	<b>External Audit Annual Governance Statement Requirements</b>		
1.10.1	Statement of accounts formally approved by Council following recommendation by Financial, Resources and General Purposes Committee.	Statement of accounts considered at each Finance, Resources and General Purposes Committee (6 meetings per year).	None
1.10.2	Council only does things it has legal powers to do and works within appropriate standards and codes of practices which could have significant effect on the ability of the Council to conduct its business or its finances.	Full Council approved the adoption of the General Power of Competence in March 2016.	None
1.10.3	Notices of audit are displayed to the public at the Town Council Office and on the website, to allow electors to inspect accounts as required by the Accounts and Audit Regulations.	Notices posted at Town Council offices and on website 01/06/18. The process will be repeated in April/May 2019.	None Accounts published for inspection between 1st June & 13th July 2018
1.10.4	Financial and other risks are considered and dealt with using this document as a basis for action. New issues are dealt with during the year as necessary.	Risk Management Strategy adopted by Full Council on 13th November 2017.	None
1.10.5	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance,	The Internal/External Auditors report is tabled for Members consideration on receipt.	None

Reviewed 4th September 2017 (Finance Resources & General Purposes Committee)

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	Resources and General Purposes Committee.		
1.10.6	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed.		None
<b>2</b>			
<b>Financial Controls</b>			
<b>2.1</b>			
Proper Bookkeeping			
2.1.1	A Cashbook is maintained via manual records at present and stored in the safe. In tandem, staff are operating/trialling new electronic accounts software.	During 2017/18, Council resolved to implement an accounting software package, approving the implementation of RBS Alpha.	Software package implemented part way through 2017 and continues to be trialled during 2018/19 financial year None
2.1.2	The cash book is balanced against bank statements to ensure arithmetically correct on a monthly basis.		None
<b>2.2</b>			
<b>Payment Controls</b>			
2.2.1	A list of all receipts and payments are prepared for each Finance, Resources and General Purposes committee and all invoices are available for inspection via the office. The Councillors discuss and approve these payments. All invoice payments are authorised by the Chairman of FR&GP Committee. Cheques are signed by any 3 (of the approved signatories list) and the stubs initialled. Cheques are also signed by the Town Clerk and Responsible Financial Officer. Approval of		None

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	accounts for payment is recorded in minutes.		
2.2.2	VAT payments are made on proper VAT tax invoices showing registration numbers. A separate column is kept in the cashbook to detail the VAT element. Quarterly reclaims are made.		None
2.2.3	S137 payments are shown in a separate column in the Cashbook. The calculation of the formula level is noted in the Statement of Accounts.		None
<b>2.3</b>	<b>Budgetary Controls</b>		
2.3.1	The Council sets a budget in January each year following recommendations from the Town Clerk and Chairman/Deputy Chairman of Finance, Resources & General Purposes Committee. This is then considered/approved by Full Council.		None
2.3.2	Town Clerk/RFO provides a half-yearly income and expenditure position statement to the Finance, Resources and General Purposes Committee.	An update is reported twice yearly as a minimum.	None
<b>2.4</b>	<b>Income Controls</b>		
2.4.1	All income is maintained in a single cashbook and via RBS Alpha accounting software..		None
2.4.2	Teignbridge District Council issues a remittance advice which confirms the precept that is paid directly into the Council's deposit bank a/c.		None

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<b>2.5</b>	<b>Petty Cash Procedures</b>		
2.5.1	No Petty Cash is held.		None
<b>2.6</b>	<b>Payroll Controls</b>		
2.6.1	The Town Clerk is eligible to be paid expenses for any official mileage.	No expenses are claimed	None
2.6.2	PAYE/NIC is paid monthly to the Inland Revenue.	Managed by Teignbridge District Council's Payroll Services	The Town Council's payroll provider (TDC) are investigating suitable software providers to run multiple PAYE schemes.
2.6.3	Superannuation payments are made monthly via Teignbridge District Council Payroll Services in accordance with current rates.	Managed by Teignbridge District Council's Payroll Services	None
<b>2.7</b>	<b>Councillor/Mayor's Expenses</b>		
2.7.1	A sum is included in the precept for Mayor's allowance.	This allowance is paid via the Council's payroll provider.	None
2.7.2	Expenses for travel paid in line with NALC.	None paid.	None
<b>2.8</b>	<b>Asset Controls</b>		
2.8.1	An asset register is held, with insurance valuations updated annually.	Following the 2017/18 Annual Return process, internal auditor tweaked the current register to help identify and record future adjustments.	None

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2.8.2	Cash balances are held in a deposit account for ease of access.		None
	Town Council accounts require 3 Councilor signatories in addition to the Town Clerk's signature.		
<b>2.9</b>	<b>Asset Controls – Insurable Risks</b>		
2.9.1	The Town Clerk & Responsible Financial Officer to effect all insurance following an Annual Risk Assessment.	Insurance levels reviewed by a working group appointed by FR&GP Ctee on 30/10/17.	None
2.9.2	Annual Risk Assessments reviewed and updated in respect of assets.	Last Risk Management Review undertaken in February 18 with WPS Insurance Services.	None
		Actions have been carried out as highlighted	
2.9.3	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate.	Last review of Asset Register undertaken in June 2018.	None
2.9.4	Assets covered by material damage and All Risks Cover.	Included	None
2.9.5	Insurance provider reviewed from time to time for competitive pricing.	Procurement exercise being undertaken prior to November 2018.	Currently in process.
<b>2.10</b>	<b>Bank Reconciliation</b>		
2.10.1	The three bank accounts are reconciled by the Town Clerk and Responsible Financial Officer.		None
2.10.2	Monthly bank reconciliations are undertaken by the Town Clerk and Responsible Financial		None

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	Officer on the bank statements.		
2.10.3	Any adjustments for interest, bank charges or unpaid cheques etc are noted in the Cashbook, as they occur.		None
<b>2.11</b>	<b>Year End Procedures</b>		
2.11.1	Accounts are prepared on an Income and Expenditure basis.		None
2.11.2	Full cross checking of the Cashbook is agreed prior to preparation of the final accounts.		None
2.11.3	An audit trail is provided by recording invoices, categorising payments in the budget/precept, cashbook and final accounts.		None

Reviewed 4<sup>th</sup> September 2017 (Finance Resources & General Purposes Committee  
 Adopted 18<sup>th</sup> September 2017 (Full Council)  
 Reviewed 3<sup>rd</sup> September 2018 (Finance Resources & General Purposes Committee)



Ministry of Housing,  
Communities &  
Local Government

Mr Mark Wells  
Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey

Our Ref:  
SRP 5/23/05 Application 2018-19 (047)

6 August 2018

Dear Mr Mark Wells,

### **BORROWING APPROVAL**

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the Community Centre construction is approved by him as a purpose for which Bovey Tracey Town Council, "the Council", may borrow an amount not exceeding £500,000.
2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.
3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided not to extend council tax referendum principles to town and parish councils in 2018-19. However, it remains an option for Ministers to make town and parish Councils subject to the principles in future years.
4. Any precept increase which was attributable to this borrowing approval would not be excluded from consideration under any future council tax referendum principles which were applied to town and parish councils.
5. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:
  - (a) the Council may borrow only for the purpose specified in paragraph 1 above;
  - (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;
  - (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;



- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Ministry of Housing, Communities and Local Government (MHCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify DCLG as soon as is reasonably practicable.

6. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 50 years, starting on the date on which the money is borrowed.

7. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLB) should visit the Board's website in the first instance [www.pwlb.gov.uk](http://www.pwlb.gov.uk). PWLB may be contacted on 0207 862 6610 or e-mailed at [pwlb@dmo.gsi.gov.uk](mailto:pwlb@dmo.gsi.gov.uk).

8. The contact at this office for any enquiries is Mr Shafi Khan on 0303 444 3132 or e-mail to [parish.borrowing@communities.gsi.gov.uk](mailto:parish.borrowing@communities.gsi.gov.uk).

9. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,



**Tristram Gardner**  
Strategy, Revenue and Capital Division



## BOVEY TRACEY TOWN COUNCIL

### GRANT AWARDING POLICY

#### Bovey Tracey Town Council Small Grants Award Policy

Bovey Tracey Town Council provides small grants of money to local community groups and charities that provide benefits to residents in the wards of Bovey & Heathfield (e.g. the Parish). A budget for small grants is set annually at the beginning of the financial year.

Priority is given to parish based organisations but the Town Council will consider grants to organisations not based in the Parish where they can show that they are directly working with, or on behalf of, Bovey & Heathfield residents.

Grant applications will **not** be considered where the applicant is:-

- not providing a service to the community in Bovey Parish.
- supporting a national or international appeal.
- requesting an award retrospectively.
- an individual (organisations may seek grants for individuals).
- a single 'for profit' business.
- a political group or promoting political beliefs.
- discriminating on the grounds of age, colour, disability, marital status, race, gender, nationality or religion.
- applying for animal welfare.

Grant applications will be considered where:-

- i) The applicant can demonstrate that a grant will be of benefit to the community of Bovey Parish  
and
- ii) The applicant is a not-for-profit organisation.

### **Applying for a grant**

- Applicants can receive only one grant in any one financial year.
- Applications must be made on the form supplied.
- Applications are to be addressed to Town Clerk and either emailed, posted or handed in at the Town Council Office.
- All grant applications must be accompanied by the latest set of annual accounts, failing this, a current statement of the organisation's funds and balances
- Applications for grants that do not comply with these guidelines will not be considered by the Committee.
- Applications will be considered by the Finance & General Purposes Committee at their regular (bi-monthly) Committee Meetings
- Applications must be submitted, at the latest, by the close of business on the Monday of the week preceding the week of the Finance & General Purposes Committee meeting.
- The applicant may attend the Committee meeting and speak in support of their application if they wish to do so.
- Grants may be made for less than the amount granted.
- The Committee's decision will be final

### **After award of a grant**

- The grant must be used only for the purpose for which the application was made.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all press releases etc.
- Feedback is given to the Council on the use of the monies awarded.
- The money must be used within two years of award.
- Any unspent monies after this time must be returned.

### **More information or advice**

If help is needed filling in the form or further information required, please contact:-

The Town Clerk  
Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG

or email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)



**BOVEY TRACEY TOWN COUNCIL  
GRANT APPLICATION FORM**

**1. About your Organisation**

Name of organisation	
Address	
Telephone number	
Registered Charity number (if applicable)	
Number of Members in organisation	
Has your organisation been in receipt of financial assistance from Bovey Tracey Town Council in the current financial year?	

**2. Contact Point for this Application**

Contact name	
Position within organisation	
Address for correspondence (if different from above)	

Email address	
Telephone number	

**3. Costs** – please provide a breakdown of the costs of the project

Item	Cost (£)	VAT (£)	Total
<b>Total costs:</b>			
<b>Amount requested from Bovey Tracey Town Council to support project</b>			

**4. Extra Funding** – please tell us about any other funding that you might receive for this project. Have you applied for funding in respect of this project to any other organisation? Please give details of to whom and for how much.

Organisation	Amount applied for	Outcome of application (or date when outcome will be known)

**5. Grant Proposal**

<b>Description of activity-</b> <i>please provide a brief description of the activities to be funded by the proposed grant</i>	
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<b>Details of activity- Please provide additional details in support of your application, including why the grant is needed</b>	
<b>Please state if Planning Permission is needed If yes has approval been obtained?</b>	
<b>Details of any voluntary work to be provided</b>	
<b>Please provide a general description of the people in Bovey or Heathfield who will benefit from this activity</b>	
<b>Approximately how many local residents will benefit?</b>	

**6. Supporting Information** – a range of supporting information helps us to assess your application in detail. Please therefore enclose a copy of the following:

	<b>Item enclosed? (please delete as appropriate )</b>
<b>Latest available annual report</b>	X
<b>Latest available statement of accounts</b>	X
<b>A copy of your organisations constitution</b>	X
<b>A copy of your organisations aims and objectives</b>	X

If one or more of the above is omitted, please explain why

*Please note that that this application and all supporting information will be available for inspection by councillors and members of the public. Applications without this information are unlikely to be considered.*

**7. Declaration**

I believe that the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that the grant money has been spent only in accordance with the activities outlined within this application by submitting a report to the Council. The Council requires a condition of approval that the support of the Council is acknowledged in all press releases etc.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

<b>Signed:</b>	<b>Date:</b>
<b>Name (please print):</b>	<b>Position in organisation:</b>

<b><u>FOR OFFICE USE</u></b>
Date received:

**Completed forms to be returned to:-**

The Town Clerk  
Bovey Tracey Town Council  
Town Hall Town  
Town Hall Place  
Bovey Tracey, TQ13 9EG  
Email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)



## BOVEY TRACEY ACTIVITIES TRUST

Registered Charity  
No. 299932

Phoenix Hall  
St John's Lane  
Bovey Tracey  
Devon  
TQ13 9FF

[btactivitiestrust.info@gmail.com](mailto:btactivitiestrust.info@gmail.com)  
[www.btat-devon.org.uk](http://www.btat-devon.org.uk)

13<sup>th</sup> June 2018

Dear members of the Bovey Tracey Town Council

We are trying to raise funds to enable us to upgrade our current sound and visual systems at the Phoenix Hall. Some of our equipment dates back before 1982 when the hall was opened and other parts have been added over the years.

We are now at a stage where we cannot add any more improvements to the system.

The main problems that we experience are;

- **Visual:**
- When we wish to play Blue Ray DVD the visual display is very poor quality. The same applies when a presentation is being shown from a Laptop generated output. This is due to the old visual connections which are VGA (Video graphics array which was first introduced in 1987). Unfortunately this type of connection is going out of use mainly because it loses picture quality over the cable run and it is not capable of carrying the sound so requires a separate cable to do so.
- Most presentations now days are delivered using HDMI (High Definition Media Interface). This methodology is capable of producing a very high quality picture and sound on the same cabling with no loss of quality over the cable run.
- We would need to change the projectors in both the upper and lower halls and to re-wire most of the building for sound and visual cabling.
- **Sound:**
- Our current sound system is mainly analogue and tends to pick up interference from other users within a one mile radius of our vicinity. Some years ago we added some digital microphones to the system but they were at the lower end of the budget range and as such have not proved to be a wise decision.
- The amplification and speaker system is also problematic and does not produce good quality output.

The solution is to change the whole system over to HDMI for the visual side and to upgrade the microphone transmitters and receivers to a higher specification digital system with a dedicated frequency bandwidth (purchased from Central Government).

At the same time to change the amplification and speaker systems in both halls from analogue to digital, this will ensure better quality of sound output with no loss of quality. New wiring for the hearing system is to be installed (an essential for the age group of our members). This will cut out the dead spots where we experience loss of sound for those using hearing aids switched to loop pick up. The final part of the sound update will be to install surround sound speakers; these will give us the same quality output as cinemas.



The total cost of this has been estimated by two companies one ESW from Dartington the other Showbitz based in Dunchideock at between £25,000 and £30,000

If you are in a position where you can assist us with this by allocating a grant to us of any funds it would be greatly appreciated.

Yours sincerely  
Mike Watson

Trustee

## COUNCIL INSURANCE POLICY RENEWAL

### AGENDA ITEM NO. FR&GP. 18/69

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Meeting: Finance, Resources & General Purposes  
Date: 3<sup>rd</sup> September 2018  
Report By: Town Clerk

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#### **1.0 Purpose of the Report**

- 1.1 The purpose of this report is to request Members consider options for the Council's Insurance Policy which is currently due for renewal on 1<sup>st</sup> November 2018.

#### **2.0 Background**

- 2.1 The Council's insurance cover has been provided by Aviva (via W.P.S. Insurance Brokers) for a number of years. WPS Insurance Brokers has advised that future client renewals will switch from Aviva to Royal Sun Alliance (RSA) Insurance Group.
- 2.2 The previous insurance policy was entered into on the basis of a 3-year long term agreement which started on 1<sup>st</sup> November 2012 and expired on 1<sup>st</sup> November 2015 at which point it was extended for a further 3-year period.
- 2.3 Discounts are given on annual premiums, where the insured enters into a long-term agreement and the Council has benefited from these discounts in previous years.
- 2.4 The Insurance Policy provides a comprehensive level of cover as summarised below:

<u>Cover Level</u>		<u>Excess</u>	
£15 million	-	Public Liability	£250
£10 million	-	Employers Liability	£250
£15 million	-	Officials Indemnity	£250
£200,000	-	Legal expenses	£250

£50,000	-	Personal accident	£250
£500,000	-	Fidelity Guarantee	£100
£250,000	-	Libel & Slander	£250
£250,000	-	Money	£250
£100,000	-	Business Interruption	£250

- 2.5 The Council's motor insurance policy does not currently form part of the main insurance contract, being reviewed separately (annually). The current renewal is due on 1<sup>st</sup> April 2019.
- 2.6 The main Aviva Insurance Policy is working well and has brought with it a number of enhancements including a low claims annual rebate if the Council does not have any significant claims during the year and the material damage cover for all buildings and contents being provided on an 'all-risks' basis.
- 2.7 The Council's insurance cover is reviewed annually in-line with the Council's Asset Register to ensure that it is still appropriate. In addition, the Town Clerk has regular contact with the Account Manager to discuss and review insurance arrangements as and when necessary.

### **3.0 Current situation and matters for consideration**

- 3.1 The Council's premium for 2017/18 was £7,266.77 (inclusive of all applicable taxes).
- 3.2 RSA has offered the Council a three-year long-term agreement. Quotations for the same cover levels have been invited from Zurich Insurance plc on a 1-year term and a 3-year long-term agreement. Zurich has over 20-years' experience in the Local Council sector. Prices obtained are as follows and include all applicable taxes:

	<u>(1-year term)</u>	<u>(3-year term)</u>
RSA Insurance Group	£ -	£3,572.98
Zurich Insurance plc	£4,462.64	£4,075.71

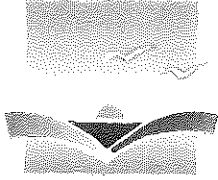
- 3.3 In previous years the Council has operated on the basis of 3-year agreements.
- 3.4 WPS Insurance Brokers have a duty as Chartered Insurance Brokers to obtain best value for their clients. WPS are the largest broker of Town Council's in England and Wales and obtain best value as independent brokers from the market place by presenting a block

scheme portfolio to market for consideration. The Aviva Scheme Policy is being replaced by the RSA Policy following a significant re-tender exercise to Royal & Sun Alliance this year. Zurich are the largest insurer of Public Services in the UK.

- 3.5 The review of markets (undertaken by WPS) is measured in terms of best value by way of rating competitiveness, depth of policy coverage, service, administration and security of insurer. Following this review of 15+ insurance providers, WPS recommends RSA Insurance Group to the Town Council for renewal. WPS charge a one-off £25.00 admin set-up fee, but no further mid-term adjustment fees etc.
- 3.6 Zurich do not charge any admin set-up fees or mid-term adjustment/renewal fees.
- 3.7 By renewing through WPS Insurance Brokers, the Council can maintain the services of an Insurance Broker acting on the Town Council's behalf whereas the appointment of Zurich would simply mean that in the event of claims and negotiations, the Council would have to deal direct with the insurers.

#### **4.0 Recommendations**

It is recommended that Members note the content of this report, consider the options available regarding the Council's insurance contract and advise the Town Clerk of the preferred course of action.



## South Hams District Council

Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE  
Telephone: (01803) 861234  
Fax: (01803) 866151  
DX 300050 TOTNES 2

8 August 2018

Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG

FAO: Mark Wells

Dear Mr Wells

**RURAL DEVELOPMENT PROGRAMME FOR ENGLAND (RDPE) 2014 – 2020**

**GREATER DARTMOOR LEAF**

**SUB MEASURE: 7.4 Rural Services**

**PROJECT REFERENCE AND NAME: 107444 - Bovey Tracey Town Council – New Community Centre  
Workhub Provision**

**SBI NUMBER: 200318143**

1. I am writing on behalf of the Secretary of State for the Department for Environment, Food and Rural Affairs (“the Secretary of State”) with reference to your application for grant assistance under the RDPE 2014 – 2020 (“the Application”). The Application was made by Bovey Tracey Town Council. It was received on 7 February 2018 and is for a grant to support a project to create business incubation space consisting of four individually accessible offices within the new community centre to be built at the site of the Old Thatched Inn, Station Road, Bovey Tracey, Devon, TQ13 9AW (“the Project”).
2. I am pleased to inform you that the Greater Dartmoor LEAF (LAG) has approved the Application and will award a grant of £82,880 which is 80% of the Eligible Expenditure up to the maximum sum of £103,600. The grant is awarded on the terms set out in this grant funding agreement (“the Agreement”). The Agreement is made up of:
  - a. This letter and its annexes A-D (together, “the Agreement Document”)
  - b. The Terms and Conditions
  - c. Guide to Managing a Successful Project
3. South Hams District Council as Accountable Body is responsible for overseeing the work of the LAG and operates under delegated authority from the Secretary of State for the Department of Environment Food and Rural Affairs, acting through the Rural Payments Agency (RPA) (the “Paying Agency”). LEADER funding is jointly provided through the European Agricultural Fund for Rural Development (“EAFRD”) and by the Department of Environment Food and Rural Affairs (“DEFRA”). DEFRA acts as the Managing Authority for LEADER and is ultimately responsible for the management of the scheme.

[www.southhams.gov.uk](http://www.southhams.gov.uk)

Please be aware that telephone calls to and from the Council  
may be recorded for training and monitoring purposes

4. The amount of the grant offered is contained within Annex B and funding will be paid in accordance with the requirements set out in this Agreement. The award will be paid from RDPE Sub Measure 7.4.
5. The following are the key dates for this Agreement:

	Key Dates	Date
a)	The <b>Start Date</b> , being the date on which the Agreement commences and the earliest date that expenditure incurred by you in relation to the project can be Eligible Expenditure.	8 August 2018
b)	The <b>Completion Date</b> , being the date by which you shall complete your project and have submitted your final claim to the Accountable Body.	31 July 2019
c)	The <b>End Date</b> being the date on which the Agreement comes to an end, being 5 years after the date of the final payment.	31 July 2024

6. You declared in the Application and evidenced that you are not registered for Value Added Tax ("VAT") and will therefore be claiming VAT in your grant claims.
7. The amount of the grant available and payment will be in accordance with the Expenditure Profile in Annex B. The grant is awarded as a state aid under Commission Regulation (EU) No. 651/2014 of the European Parliament and of the Council of 17 December 2013 in accordance with Article 56.
8. The principal contact for this Agreement is Linda Emmett, DR Company at the following address:  
  
The DR Company  
Higher Stockley Mead  
Okehampton EX20 1FJ  
(01837) 658643  
linda@DRCompany.co.uk
9. In any correspondence please quote the Project Reference and Name 107444 - Bovey Tracey Town Council – New Community Centre Workhub Provision.
10. If you wish to receive funding in support of the Project and you are willing to comply with the Agreement, please sign the Acknowledgement on both the original and duplicate of this Agreement Document and return one copy to the principal contact. Please do not detach the Acknowledgement. Please ensure that you carefully read all the documents that make up this Agreement, since by signing and returning the Acknowledgement you declare that you understand and will be bound by them.
11. This Agreement offer will automatically lapse if South Hams District Council does not receive your Acknowledgement on or before the day that is 30 working days after the date of this letter.

Yours faithfully



**Darren Arulvasagam**  
**Business Development Group Manager**  
**South Hams District Council**

**Signed on behalf of the Secretary of State for the Department for Environment, Food and Rural Affairs**

**Attachments:**

- Annex A – Delegated Signatories
- Annex B – Eligible Expenditure and Claim Submission
- Annex C – Outputs and Milestones
- Annex D – Project Specific Conditions
- Terms and Conditions
- Guide to Managing a Successful LEADER Project

**ACKNOWLEDGMENT OF GRANT FUNDING AGREEMENT**

- 1 I/we acknowledge receipt of the Agreement and confirm that I/we wish to receive funding in support of the delivery of the Project, which is conditional on the terms as received.
  
- 2 I/we have signed this Acknowledgment in confirmation that I/we have read and understood the Agreement.
  
- 3 I/we have signed both copies of this Acknowledgment of the Agreement in the space indicated below and are hereby returning one copy to the principal contact at the Accountable Body.
  
- 4 I/we confirm that I/we are authorised to sign this Acknowledgement on behalf of the Beneficiary and to commit the Beneficiary to complying with the Agreement.

**Please note: For businesses, this must be signed by one of the directors, owners or partners of the business as shown in the business accounts.**

**This will be the only signature accepted and will be held on file and checked with each claim for reimbursement of eligible project costs. If you wish to include additional signatures ensure that these are included at Annex A.**

SIGNED by, or for and on behalf of, Bovey Tracey Town Council:

Signature:

Name:

Date:

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**ANNEX A - DELEGATED SIGNATORIES**

If there are additional signatories who are authorised to sign grant claim forms and request variations in relation to the Project, those individuals must sign here.

**Please note: Additional signatories must be a member of the Beneficiary business.**

If the signatory is not included here, any claim submitted will be rejected and penalties could be imposed.

NAME .....

POSITION .....

SIGNATURE .....

NAME .....

POSITION .....

SIGNATURE .....

NAME .....

POSITION .....

SIGNATURE .....

I hereby declare, as signatory for this Agreement, the above additional signatories are authorised to sign claim forms and request variations in relation to this Project.

NAME .....

SIGNATURE .....

DATE .....

## ANNEX B – ELIGIBLE EXPENDITURE AND CLAIM SUBMISSION

A grant of £82,880 which is 80% of the Eligible Expenditure up to the maximum sum of £103,600 is awarded for the project on the terms set out in this Agreement.

### ELIGIBLE AND INELIGIBLE EXPENDITURE

The Eligible and Ineligible Expenditure is detailed in the tables below:

<b>Eligible Expenditure</b>				
<b>Description of item</b>	<b>Chosen/Preferred Supplier</b>	<b>Eligible Expenditure £ (excl VAT)</b>	<b>Grant Rate %</b>	<b>Grant £</b>
Business Enterprise Offices	To be determined through tendering process	103,600.00	80	82,880.00
	<b>Total £</b>	<b>103,600.00</b>	<b>80.0%</b>	<b>82,880.00</b>

<b>Ineligible Expenditure</b>		
<b>Description of item</b>	<b>Supplier</b>	<b>Cost</b>
Contingency		
	<b>Total £</b>	<b>0.00</b>

Please note: the Eligible Expenditure listed above cannot be added to, reduced or the specification altered without the prior written approval of the Accountable Body.

## CLAIM SUBMISSION

Claims must be submitted electronically to the Accountable Body, with the Declaration printed out, signed and posted, along with all invoices and defrayal evidence, to the address provided to you with your claim form.

It is the responsibility of the Beneficiary to ensure that Ineligible Expenditure is not included within claims. Such Ineligible Expenditure will be removed and penalties could be applied.

The Claim Schedule is detailed below:

Claim Submission				
Claim	Claim Date	Eligible Expenditure £ (excl VAT)	Grant rate %	Grant £
Claim 1	30 November 2018	34,533.33	80%	27,626.67
Claim 2	28 February 2019	34,533.33	80%	27,626.67
Claim 3	31 July 2019	34,533.34	80%	27,626.66
<b>TOTAL</b>		<b>103,600.00</b>		<b>82,880.00</b>

**Please note:**

Grant funding is paid directly into the bank account attached to the business SBI number.

It is the responsibility of the Beneficiary to ensure a valid and active bank account for the business has been added to the SBI prior to submitting a claim. Failure to do so will result in your claim payment being delayed.

To add your bank account details you must contact the RPA helpline on 03000 200 301.

## ANNEX C – OUTPUTS AND MILESTONES

### RDP OUTPUTS

RDP Outputs					
	Current/ Baseline	Year 1	Year 2	Year 3	Total Project
Starting MM/YY	Apr-17	Aug-18	Aug-19	Aug-20	
Ending MM/YY	Mar-18	Jul-19	Jul-20	Jul-21	
Project Outputs	Current/ Baseline	Outputs achieved	Outputs achieved	Outputs achieved	Outputs achieved
<b>All Priorities</b>					
Number of Jobs Created (FTE)	0	1	0.5	0.5	2
Wage Bill change (increase or decrease, decrease should be shown as a negative figure)	87000	5850	2925	2925	£11,700
Number of businesses directly benefitting	0	4	2	2	8
<b>Provision of Rural Services (Priority 4)</b>					
Rural Population Benefitting		7,200	7,200	7,200	

### PROJECT SPECIFIC OUTPUTS AND MILESTONES

Project Milestones	Date
Approval of contractors costs	30 August 2018
Lead in period/mobilisation	1 September 2018
Construction phase starts	30 September 2018
Handover and close-out	31 July 2019
Complete and submit to the Accountable Body an annual RDPE Post Payment Monitoring Report at end of year 2	31 July 2020
Complete and submit to the Accountable Body an annual RDPE Post Payment Monitoring Report at end of year 3	31 July 2021
Submit to the Accountable Body the latest copy of the full business accounts	31 December 2021

## ANNEX D – PROJECT SPECIFIC CONDITIONS

1. The Beneficiary shall attend an inception meeting within six weeks of the Accountable Body receiving Acknowledgment of the Agreement.
2. The Beneficiary shall comply with the Publicity Requirements applicable to the Project, as outlined in the Guide to Managing a Successful LEADER Project.
3. The Beneficiary shall submit to the Accountable Body an annual Post Payment Monitoring Report at the end of each year until all outputs have been achieved.
4. The Beneficiary shall submit to the Accountable Body the latest copy of the Beneficiary's full business accounts along with the Year 3 output reporting information, by December 2021.
5. The use of other public funding specified in the Application has been assessed and is permitted for this Project. The permitted funding split for this project is as follows: 80% RDP grant; 20% other public funding from Public Works Loan Board.
6. The Project must be delivered in accordance with the planning consent from Teignbridge District Council, reference 17/02751, as detailed in the Application.
7. The Beneficiary must provide the final specification of the works described in the QS estimate for approval by the Accountable Body, along with the scoring and selection criteria, prior to issuing for tender. All documentation that is part of the tendering exercise must be made available for inspection if required.

The Beneficiary must also notify the Accountable Body in writing of the successful supplier as soon as they are appointed.

8. The beneficiary shall supply a copy of the Public Sector Works Loan Agreement, the funds of which will be used to match fund the project. This should be supplied before issue of the Grant Funding Agreement and before the project starts. This is to ensure that there will be sufficient financial resources to cover the total cost of the project.
9. Before issue of the Grant Funding Agreement the Beneficiary shall supply details of the projected wage bill increase relating to the new roles that will be created as a result of the project activity.
10. Before issue of the Grant Funding Agreement the Beneficiary shall provide cashflow projections (including details of the assumptions used when calculating future income and costs) for the whole Community Centre project for both the build phase and three years after completion of the building.

<u>Proposed Budget - Community Centre Development</u>	<u>Amount</u>	<u>Budget Confirmed?</u>	<u>Estimated Costs from QS (Randall Simmonds)</u>
			<u>Amount</u>
Public Sector Works Loan	£500,000.00	Confirmed	
Town Council Accumulated PSW repayments (17/18)	£40,000.00	Received	Site Works/Construction £927,800.00
Town Council Accumulated PSW repayments (16/17)	£40,000.00	Received	Application Fees £1,500.00
Town Council Accumulated PSW repayments (15/16)	£40,000.00	Received	Surveys £4,000.00
Town Council Accumulated PSW repayments (14/15)	£40,000.00	Received	Consultants Fees £102,058.00
Town Council Accumulated PSW repayments (13/14)	£40,000.00	Received	Fit Out/Equipment £30,000.00
Sale of Old Town Hall	£93,500.00	Received	Contingency (5%) included within construction costs £1,065,358.00
DCC: Investing in Devon Grant	£35,000.00	Received	
Teignbridge DC - Architects Fee Grant	£5,000.00	Received	
DCC: Library relocation & Fit out Contribution	£137,000.00	Confirmed	
Funding App submitted to GDLeaf (May 2018)	£82,880.00	Confirmed	
S106 Contribution towards public toilets	£45,000.00	Confirmed	
<b>Total budget available</b>	<b>1,098,380.00</b>		
Stage 1 Tender Submission from Main Building Contractor	£1,103,464.00		
Difference	-£5,084.00	+	i) Estimated costs for workshop ii) Change to elevation materials

Further possible funding

Devon CC Work Hubs 2018 grant competition ~~£20,000.00~~  
Possible Grant from Tracey Almshouse Trust ~~£45,000.00~~  
EOL submitted to Big Lottery Reaching Communities Fund £100,000.00

Rejected  
Rejected  
Decision due September 18